



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	10/25/13	Interviewer:	Laura Eckert	RFA #13 – 45
Person(s) Requesting Assistance:				
Contact Numbers (telephone, e-mail, etc.):				
Status of Person(s) Interviewed (title, position, student status, etc.):		WWU faculty, [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Situation with student				
[REDACTED]				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/25/13	LE t/c from [REDACTED] [REDACTED]	[REDACTED] has student in her class who last spring in another class with [REDACTED] had plagiarized unknowingly. [REDACTED] had lengthy conversation with the student about plagiarism at that time. Now the student is in a writing-intensive [REDACTED] class with [REDACTED]. The student changed topic for her writing, and [REDACTED] says that sometimes when a student changes topic suddenly, the teacher may suspect plagiarism. The student emailed [REDACTED] to express feeling uncomfortable with [REDACTED] suspecting her of plagiarism. [REDACTED] is concerned the student thinks [REDACTED] is focusing negative attention on her. The student skipped class yesterday and was marked absent. The student sent [REDACTED] an email saying the reason she did not come was because she felt she was being bullied. [REDACTED] thinks they need mediation. [REDACTED] tried contacting her chair this morning, but the chair was unavailable. Laura said that from what [REDACTED] shared, the alleged bullying was not

		allegedly connected to any protected category. [REDACTED] should talk with her department chair and see if the chair will meet with the student, hear students concerns, talk about how the department can help the student to be successful, and let student know about resources on campus. Laura also suggested that [REDACTED] talk to the chair about the impact of this on [REDACTED]. Laura said the EAP may be a resource to [REDACTED], and invited her to call back if she needs more help.
		[REDACTED] spoke with the student about the possibility of mediation. The student shared that she was under a lot of emotional stress and had decided to see a counselor. The student stayed in class and [REDACTED] feels that it was resolved well. No protected characteristic issues ever arose.